

Clark County Parks & Recreation

Athletic Field Use & Allocation Policy



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Purpose

To establish guidelines for the allocation and management of athletic fields permitted by Clark County Parks and Recreation.

Policy

Clark County Parks & Recreation will coordinate and allocate the use of its athletic fields for County and non-county organizations to hold league play, practice, tournaments, and other sport-related special events. Athletic Fields are allocated and permitted in two, 6-month increments. The first is January through July and then August through December. The Recreation Division will monitor proper use of allocations and permits. Priority will first be given to Clark County Parks & Recreation Sports Programs, Clark County Special Events and non-profit youth organizations. Due to increased demand, athletic fields will then be allocated based on priority as listed below. This does not guarantee that every organization will receive the fields they request. Clark County Parks and Recreation reserves the right to increase/decrease the number of fields assigned to an organization based upon prior usage, the need to accommodate new organizations, demographics and the unavailability of fields due to maintenance. Field permits will not be issued for use on Christmas Day (December 25) or Independence Day (July 4).

Allocation Priority:

1. Clark County and School District fields will be allocated based on the following priority:

- A. Clark County Parks & Recreation Programs
- B. Youth Non-Profit Sports Organizations
- C. Youth Non-Profit Tournaments/Clinics
- D. Adult Non-Profit Sports Organizations
- E. Youth Commercial Tournament/Clinic
- F. Adult Commercial Tournament/Clinic/League

- * To qualify as a Non-Profit user, the organization must be registered as a not-for-profit corporation with the State of Nevada. Non-Profit Organizations are those organizations that have evidence of Federal 501 c filing and state non-profit status.

Organizations may be granted field use upon verification of Non-Profit status (defined above), proof of liability insurance of specified amount determined by CCPR, and national or state affiliation with an organization recognized for that sport. The purpose of this requirement is to verify that your organization has a governing body, which oversees the facilitation of your league(s). Organizations that do not meet all of these requirements will not receive a field allocation, but may be allowed to receive fields for use under hourly rates or For-Profit fees schedule as outlined in the Fees and Charges adopted by the Clark County Board of Commissioners, providing they meet requirements regarding liability insurance.

2. Permit/Allocation Procedures

- ✓ All state/national organizations must submit a *Field Allocation Request Form* by March 15 for the August through December allocation period and by October 15 for the January through July allocation period.
- ✓ All organizations must submit a *Business Licensing Form* 30 days prior to the allocation period.
- ✓ All allocation requests must have accurate start/end dates. Fields will be allocated for time frames that coincide with season play only.
- ✓ Game and practice schedules are required to be submitted to the allocation office no later than one week prior to the start of requested use.
- ✓ Payment in full is required one week prior to the start of requested use. Fees not paid will result in loss of field use.

A permit will be issued to all authorized users of a CCPR sports field. The allocated organizations will receive a permit upon receipt of current season schedule for allocated field(s). Charges will be assessed by using the current Fees and Charges Schedule adopted by the Clark County Board of Commissioners. Fees and/or deposits must be paid prior to season or tournament play.

3. Drop-In Rental Permits

- ✓ Fields/courts will be available for drop-in use based on the availability and on a first-come, first-served basis.
- ✓ Same day/evening permit requests must be made by noon of that day.
- ✓ Groups will be able to secure a field/court permit on an hourly basis for up to 3 hours. Rentals lasting longer than 3 hours will result in a full day rental charge. The rental of multiple volleyball courts on the same day, which exceed 3 hours total, will be charged a full day rental fee.
- ✓ Reservations must be requested a minimum of 24 hours prior to the desired date and time.
- ✓ Reservations for field/court use for an upcoming weekend (Friday evening, Saturday, and Sunday) must be made no later than Thursday by 2:00 P.M. of the same week.

4. Liability Insurance

Facility user shall secure and maintain, throughout the period of use contemplated under this agreement, general liability insurance with policy limits of \$2,000,000 aggregate and \$1,000,000 per occurrence naming Clark County Parks & Recreation as additional insured. FACILITY USER agrees to hold Clark County harmless and free from any liability of any nature arising out of the use of County recreational facilities and to include reimbursement of any legal costs and fees incurred in defense of such claims. This policy must be provided prior to receiving a permit for allocated fields.

5. Notice of Non-Use of Field

Any organization that has been allocated fields and does not intend to use them according to the permit, shall notify the Allocation Office so that the field(s) can be re-allocated to allow other organizations the opportunity to utilize the fields. Failure to comply with this non-use of a field procedure may also result in revocation of allocated field(s). Clark County Refund Policy applies to all Non-Used Fields.

6. Permit Cancellation

Clark County Parks & Recreation may cancel the use of County fields for any of the following:

- ✓ Work/renovations involving any of the facilities.
- ✓ Clark County Special Events or special tournament requests.
- ✓ When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, severe heat warnings, pesticide spraying, and/or high winds.
- ✓ Non-adherence to *Athletic Field Use and Allocation Policy* or any County ordinance.

7. Tournaments/Athletic Special Event

Clark County Parks & Recreation may provide field space for organizations wanting to host tournaments. Tournament/Athletic Special Event requests follow the same timeline as allocations. Other tournaments may be added dependent upon field availability after each allocated organization has been given its permit.

- A. Organizations must submit a *Tournament Reservation Form* (see Page 13).
- B. A \$500 non-refundable deposit is required a minimum of 30 days prior to tournament/event. This deposit will be applied to the final payment unless extra costs are accrued.
- C. Organizations are required to pay in full no later than one week prior to tournament/event, and must provide general liability insurance naming Clark County Parks & Recreation as co-insured.
- D. Organizations must submit a *Business Licensing Form* a minimum of 90 days prior to tournament/event.
- E. To help maintain the quality of our fields, organizations must pay \$40 per field, per day, for field grooming.

8. Inclement Weather Field Closures

Clark County Parks & Recreation reserves the right to close any field due to inclement weather. In case of inclement weather, the scheduled field/facilities are not to be used. Be aware that if organizations use the field/facility during inclement weather, you and your organization will be held responsible for any and all damages that may occur as a result of such use including repair costs and lost revenue due to prolonged closure. It is the user group's responsibility to call the Sports Unit at (702) 455-8241 to verify field closures.

9. Field Maintenance/Renovation

To help maintain the quality and playability of our fields, field closures may be scheduled at certain allocated sites throughout the year to allow for field maintenance and renovation. The County does attempt to be flexible in accommodating user groups, however the health and safety of the user and the condition of the facility takes priority. This could affect any number of fields that are available during the allocation period and may require organizations to use alternative locations.

10. Field Use Exception

The McCarran Market Place fields will be allocated to youth organizations only. No adult use will be granted unless the Allocation Office grants special approval. **NO CLEATS ARE ALLOWED ON MCCARRAN MARKETPLACE FIELDS, TURF SHOES ONLY.**

11. Subletting and Assignment of Athletic Fields

At no time may an organization or individual sublease their assigned fields to other user groups. Organizations not using their fields must notify the Allocation Office to inform the department of any fields not being used. The subletting of any County fields by any user/organization will result in automatic **revocation of all permits**. Clark County will not allocate fields to this organization in the future.

12. Alcohol Policy

Consumption of alcoholic beverages is strictly prohibited except in designated areas only. It is prohibited to consume alcoholic beverages on roadways, parking lots, stalls, pens, arenas, and at youth events. No glass bottles allowed!

Reserved areas must be left clean and all trash must be put in appropriate trash receptacles. If areas are not left in acceptable conditions, a cleaning/repair service charge will be accessed and billed to the responsible party.

In addition to possible misdemeanor penalties under Clark County Code Section 16.04.080, any violation of a facility rule may result in cancellation of future permits and forfeiture of all service charges. If a business activity is being conducted, civil and/or criminal penalties may apply pursuant to 6.04.010 and 6.04.140.

A letter requesting the sale of alcohol must be submitted a minimum of 60 days in advance of a reservation to the Director of Parks & Recreation. Persons or groups wishing to sell alcoholic beverages must have an Alcohol Caterer's License, or Business License, or temporary Liquor License and provide names of servers with current TAM cards. Under no circumstances can alcohol be served to individuals less than 21 years of age. The sale of alcoholic beverages is strictly prohibited except in designated areas. Individuals in violation of this ordinance will be subject to full prosecution, which may result in future denied usage of any and all Clark County Department of Parks & Recreation facilities.

Please submit letter of request to:

Department of Parks & Recreation
Attn: Director
2601 East Sunset Road
Las Vegas, NV 89120

NOTE: The sale of alcoholic beverages requires a license under Clark County Code, Chapter 8.20.

The location of special equipment (i.e. concession stands, beer trucks, etc.) requires prior approval by the maintenance staff. Parking is permitted only in designated areas. All persons wishing to sell or barter goods other than alcoholic beverages in Clark County facilities must have a mandatory business license for every concession stand; and a Food Handler's Permit from the Clark County Health Department for all food concessions.

2011 CLARK COUNTY PARKS AND RECREATION FEES AND CHARGES SCHEDULE

SPORTS

COUNTY SPONSORED ADULT SPORTS LEAGUE – PROGRAM FEES		
Fee shall not exceed \$40 (includes light fee) per team, per game. Exact fee will be based on supplies, services, labor costs, end-of-season tournament and other related expenses.		
ATHLETIC FIELDS & COURT PERMIT FEES		
BALL FIELDS & SOCCER FIELDS – LEAGUE PERMITS		
	COMMUNITY RATES	COMMERCIAL RATES
Youth League Permits	\$40/team per season – no lights	\$80/team per season – no lights
	\$125/team per season – includes lights	\$250/team per season – includes lights
Adult League Permits	\$120/team per season – no lights	\$240/team per season – no lights
	\$205/team per season – includes lights	\$410/team per season – includes lights
CONCESSIONS: \$100 per allocation period for exclusive league operation during awarded field use.		
BALL FIELDS & SOCCER FIELDS – TOURNAMENT PERMITS		
Youth Tournament Permits	\$40/day per field	\$80/day per field
	\$20/hour per field – Light Fee	\$20/hour per field – Light Fee
	\$40/field/occurrence - Grooming	\$40/field/occurrence - Grooming
Adult Tournament Permits	\$120/day per field	\$240/day per field
	\$20/hour per field – Light Fee	\$20/hour per field – Light Fee
	\$40/field/occurrence - Grooming	\$40/field/occurrence - Grooming
GENERAL USE PERMITS		
Ball field & Soccer field	\$12/hour per field -(max of 3 hours)	\$24/hour per field -(max of 3 hours)
	\$90/day per field - (3+ hours)	\$180/day per field - (3+ hours)
	\$20/hour per field – Light Fee	\$20/hour per field – Light Fee
Sand Volleyball Courts & Basketball Courts	\$10/hour per court – (max of 3 hours)	\$20/hour per court (max of 3 hours)
	\$50/day per court – (3+ hours)	\$100/day per court – (3+ hours)
	\$5/hour per court – Light Fee	\$5/hour per court – Light Fee
Sunset Park Tennis Complex	\$4/hour per court – (max of 2 hours)	\$8/hour per court – (max of 2 hours)
	\$30/day per court – (2+ hours)	\$60/day per court – (2+ hours)
	\$5/hour per court – Light Fee	\$5/hour per court – Light Fee
Requested use may require utilization of field monitors, to be provided by the County. The County will determine necessity of field monitors and will negotiate schedule assignment with the requestor. Fee for field monitors will be \$15 per hour per monitor.		

Payments/Refund Policy

All payment of fees must occur before use of the facility. All payments must be made in appropriate United States currency, money order, check or by credit card. Upon completion of use, any variance in cost from original projections, including actual direct County costs incurred, will require payment by the user no later than fourteen (14) days after date of use. Refunds will be issued only after an effort is made to accommodate a user by transfer to a similar program or facility. Refunds will be available based on the criteria within this policy, specifically listed below. If a customer receives a service or takes part in a program/activity and is unhappy with the outcome, a full refund will be given based on the Department's 100% satisfaction guarantee policy.

GENERAL REFUND CRITERIA	
TYPE OF REFUNDS (Unless otherwise noted)	REFUND
Class, program or rental cancelled by Department	100% refund
Reservation of picnic area, facility, room or equipment cancelled by individual or group.	Refund to be issued: 30 days or more prior to first day of use –100% 14 days prior to first day of use – 75% Less than 14 days prior to first day of use – 50% No refunds after reservation date for no-show
Class registration cancelled by individual.	Refund to be issued: Prior to the close of business first day of the class– 100% No refunds after the first day of class
Special Event or Field Trip registration cancelled by individual.	Refunds shall not be issued for any ticketed events or activities, which require County pre-purchased/pre-arranged costs, i.e.: tickets, vendor with a quantity-based contract, or supplies and materials.

CLARK COUNTY CERTIFICATE OF INSURANCE					ISSUED DAY (MM/DD/YY) <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
PRODUCER 1. INSURANCE BROKER'S NAME, ADDRESS, CONTACT NAME, PHONE & FAX NUMBERS			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED 2. ORGANIZATION/COMPANIES NAME, ADDRESS, PHONE & FAX NUMBERS			COMPANIES AFFORDING COVERAGE		3. BEST'S RATING	
			COMPANY LETTER A COMPANY'S			
			COMPANY LETTER B BEST KEY			
			COMPANY LETTER C RATING			
			COMPANY LETTER D			
COMPANY LETTER E						
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
4.	GENERAL LIABILITY	(A)	(B)	(C)	GENERAL AGGREGATE	\$(D) 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$(E) 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY	\$(F) 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE	\$(G) 1,000,000
	<input type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE				FIRE DAMAGE (Any one fire)	\$(H)
	<input type="checkbox"/> INDEPENDENT CONTRACTOR				MED. EXPENSE (Any one person)	\$(I)
					COMBINED SINGLE LIMIT	\$(M)
5.	AUTOMOBILE LIABILITY	(J)	(K)	(L)		
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOS					
<input type="checkbox"/> NON-OWNED AUTOS						
<input type="checkbox"/> GARAGE LIABILITY						
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
6.	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASEC POLICY LIMIT	\$
					DISEASECEACH EMPLOYEE	\$
	OTHER				AGGREGATE	\$
7. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
8. CERTIFICATE HOLDER CLARK COUNTY PARKS & RECREATION 2601 E. SUNSET RD LAS VEGAS, NV 89120 The Certificate Holder is named as an additional insured.			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, 9. NEVADA RESIDENT AGENT (NRS 680A.300)			

CLARK COUNTY DEPARTMENT OF PARKS AND RECREATION

Concession Stand Rules And Regulations

The following rules, regulations and conditions apply to the usage of Clark County Concession Stands. Please read and review the following rules and regulations. Initial next to each line indicating you understand and will comply with the rules and regulations on this form. The establishment of any concession shall be approved by the Manager of Recreation or designated representative before the commencement of such concession. **This is a request form only.** *Final approval will be given after applicant has all applicable licenses and permits.*

- () 1. Reservations must be made 30 days in advance of use through the Department of Parks and Recreation office. A reservation may be cancelled without penalty no later than 15 days prior to usage. No refunds will be issued for cancellations occurring less than 14 days prior to the reservation date.
- () 2. The Clark County *Business License Form* must be submitted and approved prior to renting any concession stand. Concessionaires shall possess a current Clark County Business License obtained from the office of the Clark County Business License, 455-3566.
- () 3. If the concessionaire is serving non-packaged food, they must obtain a *Food Handler's Permit* from the Southern Nevada Health District, 759-1000. Concessionaires shall possess all food handler licenses, which shall be posted at the food concession facility during all times of operation.
- () 4. Concessionaires must supply their own equipment if not already provided by Clark County. Clark County does not generally supply or rent any equipment.
- () 5. Concessionaires renting any concession stand are responsible for any damage and all post use cleanup that occurs.
- () 6. Users may not substitute locks or re-key the facility with out the expressed consent of Clark County Parks and Recreation.
- () 7. All concessionaires reserving a Clark County Concession Stand must provide an insurance binder in the amount of \$1,000,000 liability and \$2,000,000 aggregate listing Clark County as co-insured.
- () 8. When the reservation period concludes or when use privileges are terminated due to improper operation of the concession stand, all food, beverages, cleaning supplies and any other items must be removed within 5 days.
- () 9. Concessionaires must report any problems that may arise with the concession stand within 24 hours to the Clark County Parks & Recreation designated staff. It is the responsibility of the user to maintain a concessions area that is neat, clean, orderly and safe. Unscheduled inspections by County Staff may be conducted during the time frame it is being operated.
- () 10. This agreement is valid for one event or sports season. At the discretion of Clark County Parks and Recreation, user privileges may be terminated at any time the concessionaire is in violation of this agreement.
- () 11. No vehicles are allowed on County or Clark County School District fields or property, other than parking lots, without written permission noted on the use permit issued by Clark County Parks and Recreation.
- () 12. It is the responsibility of concessionaires to provide truthful and accurate information to the Department. Provision of false or intentionally inaccurate information may be considered an infraction and is subject to termination of use permit.
- () 13. It is the responsibility of the concessionaire to ensure that all persons associated with their use of County fields understand these policies and procedures.



DEPARTMENT OF BUSINESS LICENSE
500 S. Grand Central Parkway
FAX: 702.386.2168

Please take a few moments to fill out the work sheet and fax to the Department of Business at 702.386.2168.

Event Name: _____

Business Name: _____

Please provide the dates of the event, the name of the venue, address and phone number:

Event Location: _____

Event Dates: Start Date: _____ End Date: _____

Approximate number of participants each day? _____ Approximate number of spectators? _____

Is your company a charity or a non-profit organization/business? _____ License or certificate # _____

Are you an educational institution, a youth rodeo, a community association or a non-profit community club event? _____

If yes, please supply any unexpired federal 501(c)(3) designation forms.

Please indicate if you are providing services or conducting the following activities:

Sales of any kind? ☐ Yes ☐ No

List the types of sales: _____

Selling tickets or charging Admission fees? ☐ Yes ☐ No

Issuing prizes, purses, ribbons or the like? ☐ Yes ☐ No

Will animals be involved in your event? ☐ Yes ☐ No

Are you hosting or sponsoring an event that is
strictly a horse show? ☐ Yes ☐ No

Is this considered a rodeo utilizing rough stock?.... ☐ Yes ☐ No

Describe your exhibitions, demonstrations or competitions. _____

Alcoholic beverage service? ☐ Yes ☐ No

Food Service? ☐ Yes ☐ No

Is this a school event? ☐ Yes ☐ No

Is this a fund raising event? ☐ Yes ☐ No

If yes, please describe the event and the name of the school: _____

Please fax to Business License Office 702.386.2168

Name & phone number of the representative authorized to make decisions on behalf of the company:

Name: _____

Local phone & Cell #: _____ Fax: _____

Email: _____

Your name & phone # if different than above: _____

I hereby certify and attest that the information provided in this questionnaire is true and accurate to the best of my knowledge.

Applicant

Date

INTERNAL USE ONLY
Requirements from the Business License Department

Signature

Date

CONCESSIONAIRE SERVICES LETTER OF AGREEMENT

This Letter of Agreement constitutes a binding agreement between Clark County Parks & Recreation (hereafter referred to as "County") and _____

Date of Service: _____

Site of Service: _____

Scope of Services: _____

Amount of Payment: _____

Check for services rendered to be made payable to: Clark County Parks and Recreation

Concessionaire Representative Signature Date

Clark County Parks & Recreation Date
Representative

Indemnity: Concessionaire agrees, by accepting this agreement, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of concessionaire or its principals, employees, subcontractors or other agents while performing services under this contract.

Concessionaire: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____



Clark County Parks & Recreation

2010 Field Allocation Request Form

Name of Organization: _____ Telephone#: _____

Contact Person: _____ Title: _____

Daytime Phone: _____ Evening Phone: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ e-mail address: _____

Fall 2009 Statistics:

Projected Fall 2010 Statistics:

Total # of participants using County Fields _____

Total # of participants using County Fields _____

Total # of Teams using County Fields: _____

Total # of Teams using County Fields: _____

Please Note:

Field Name	Field Location (Address/Cross streets)	Field #/Area	Times	Days	Dates
Sample: <i>Nellis Meadows</i>	<i>Nellis Blvd</i>	<i>Both Outfields</i>	<i>6pm-8: 30pm</i>	<i>M, W, F</i>	<i>1/1 - 7/31</i>

Special Dates (Opening Day, Tournaments, etc.)

Special Notes:

Attach additional sheets if needed. Return to **Al Galvin** by **Date**. Office: 455-8128; Fax: 455-8275



CLARK COUNTY PARKS AND RECREATION TOURNAMENT RESERVATION FORM

Please type or print neatly all information requested below. Incomplete forms may delay scheduling of event or issuing permits.

Location(s) desired for tournament: _____

Date(s) of play: _____ Date(s) and time for set-up: _____

Date(s) and time for teardown: _____

Projected Daily Attendance of event: _____

Projected Total Event Attendance: _____

Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Organization Contact Person(s): _____

Contact Phone Numbers: Preferred Number: _____

Alternate Number: _____

Describe your event:

Any and all changes to your reservation must be made to this office no less than 15 days prior to the reservation date.

Full refund will be issued if cancelled in person or in writing at least 2 weeks prior to reservation date. \$15.00 Administrative Fee will be retained if cancellation occurs less than 2 weeks, but at least 72 hours prior to reservation date. No refunds on cancellations with less than 72 hours notice.

All licensing requirements, insurance binders, tent permits and health permits are the responsibility of the facility user. All special event activities (i.e., bouncing houses, children's amusement rides/games, or any other activity designated by the director) will be required to hold a two million dollar liability insurance binder with Clark County named as the co-insured for the date(s) and time(s) of the event. If the information requested (indemnity insurance and paid invoices) is not submitted or is submitted later than 15 days prior to the event, Clark County has the right to cancel said reservation.

Your assistance is necessary to protect and preserve our park and recreational facilities. Please sign your name at the space provided below, indicating your commitment to ensuring that our parks will be clean after your reserved event; and that you, acting on behalf of yourself or organization, agree to comply with all rules and regulations governing the use of park areas within Clark County. You will be responsible for repair and/or clean-up costs incurred by Clark County if the facility is damaged or vandalized as a result of this reserved use and agree to reimburse Clark County for any such expenses. Clark County Parks and Recreation reserves the right to cancel this reservation for any reason at any time.

You, the undersigned, acting on behalf of yourself or organization, further agree to expressly and forever waive and release Clark County and its employees from any and all liability for personal injuries, damages incurred arising from or connected with the reservation.

Facility User: _____

Date: _____

Clark County Representative: _____

Date: _____

Attach additional sheets if needed. Return to Al Galvin by **Date**. Office: 455-8128; Fax: 455-8275